Enrollment Exceptions Inquiry Application – Health Plans

General Information
Special Notes
Step-by-Step Instructions (Text Only)
Step-by-Step Instructions with Visuals

General Information

The application provides Health Plans with a web-based application that is designed to provide a spreadsheet that compares the ETF health insurance database with the information from the Health Insurance Provider. This will be used to replace the full file comparison process. Access will be limited to specific health plan data.

One specific Health Plan cannot view contracts that are with another Health Plan.

Special Notes

- The individual accessing the system must obtain security clearance by submitting the Online Network for Health Plans Security Agreement, form ET-8937.
- The application requires your Web browser to have cookies enabled and JavaScript on.
- For additional assistance, please call: (608) 264-9182 or (608) 266-7705.

Step-by-Step Instructions (Text Only)

- 1) Enter the Online Network for Health Plans (ONHP) Portal
- 2) Select the "Health Plan Enrollment Exceptions Inquiry" link.
- 3) The "ETF Web Application Logon" screen will appear.
- 4) Type your User ID.
- 5) Press the "Tab" key.
- 6) Type your password.
- 7) Click "Log In"
- 8) Type your three-digit Health Plan number (this three-digit code will be provided via email once authorized).
- 9) Click the "Submit" button.
- 10) The "Health Plan Enrollment Exceptions Inquiry" search screen will appear.
 - a) NOTE: Due to the large amount of detailed information that is available, it is important that you filter the information as much as possible. The more you define the search, the more focused the search results will be to your needs.
 - b) "Health Carrier" field Select the carrier to view. There is an option to select "All" carriers in the event that there is a need to view a complete listing.
 - c) "Employer Group" field Select the specific employer to view.
 - d) "Exception Category" Select either subscriber or dependent mismatches.
 - e) "Exception Type" Select the specific type of exception to view.
 - f) Click the "Display" button.
 - g) The search results will appear on the bottom portion of the screen.
 - h) "Clear" button This will remove the current search criteria.
 - i) "Save as" button Click this button to export the search results to as an Excel spreadsheet (please note: ETF will only be maintaining a rolling year of data).
 - j) When finished, click the "log out" link directly below the ETF Logo in the upper right corner of the screen. This will return you to the ONHP portal.

Step-by-Step Instructions with Visuals



home

Employee Trust Funds (ETF) On-line Network for Health Plans (ONHP)

Welcome to the Department of Employee Trust Funds On-line Network for Health Plans (ONHP). This is a new and innovative way to retrieve data and keep employee information current. ONHP is an interactive Internet application that is easy and convenient to use.

Logon and Password Support (608) 264-9181 / 866-843-9724 or email us at ETFOnLineHelp@etf.state.wi.us Employer Communications Center (608) 264-7900

Account Maintenance

Health Plans - Reset Password

Description: Provides health plans with the ability to reset their own logon password.

Email Contact Information Update
Description: Provides health plans a secure view of current contact information and the ability to update information to ensure proper administration of ETF benefit programs.

Security Agreement, ET-8937, Fax Number: (608) 266-5801

Applications

Health Insurance Enrollment Update Instructions
Description: Provides health plans with the ability to process terminations and reinstatements directly into ETF's health insurance database. In addition, this provides health plans a secure view of employee's dependent health insurance enrollment information.

Health Insurance Premium Inquiry
Description: Provides health plans a secure view of health insurance premium information by coverage month.

Health Insurance PDP Inquiry Instructions

of health insurance

Health Plan Enrollment Exceptions Inquiry Instructions

Click here to begin

DP) premium information by coverage month.

Other Resources



ETF Web Applications Logon

•	pe your o	ser ID and Pa	assword	
		 		
User ID:				
Password:				



Health Plan Logon

Instructions Logout

This Internet application is intended for use by health plans to verify health insurance coverage for their clients.

Please enter your Health Plan Code and press enter.

20 1027 20 - 122 110 - 1	Type your three digit
Health Plan Code:	Health Plan Number
	and click on "Submit"
Submit	button



Instructions Logout

Select the search criteria from the drop down boxes. Avoid selecting "All" in multiple fields.





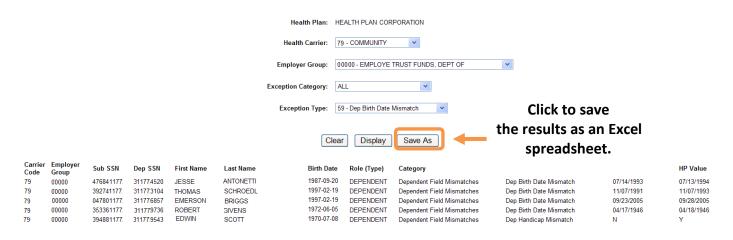
Instructions Logout

Health Plan:	HEALTH PLAN CORPORATION	
Health Carrier:	79 - COMMUNITY	
Employer Group:	00000 - EMPLOYE TRUST FUNDS, DEPT OF	٧
Exception Category:	ALL	
Exception Type:	14 - Address 1 Mismatch	
CI	ear Display Save As	

Click here to see the search results.



Instructions Logout







Click to logout and return to the ONHP portal.

Health Plan:	HEALTH PLAN CORPORATION			
Health Carrier:	79 - COMMUNITY			
Employer Group:	00000 - EMPLOYE TRUST FUNDS, DEPT OF			
Exception Category:	ALL			
Exception Type:	14 - Address 1 Mismatch			
C	lear Display Save As			